

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 017-09**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** SHIPPING CLERK  
FSN-905-05\*; FP-09\*\* (FULL PERFORMANCE LEVEL)

**OR**

SHIPPING CLERK  
FSN-905-04\*; FP-AA\*\* (TRAINING/DEVELOPMENTAL LEVEL)

**OPENING DATE:** April 12, 2009

**CLOSING DATE:** April 23, 2009

**WORKING HOURS:** FULL-TIME; 40 hours per week

**SALARY:** Full performance level:

Not-Ordinarily Resident (NOR):  
US\$ 26,264 p.a. (Starting Salary); Position Grade: FP-09  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 5,981 p.a. (Starting Salary)  
Position Grade: FSN-5  
\* Actual grade and salary will be based on the qualifications of the applicant.

Training/Developmental level:

Not-Ordinarily Resident (NOR):  
US\$ 23,475 p.a. (Starting Salary) ; Position Grade: FP-AA  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 5,457 p.a. (Starting Salary)  
Position Grade: FSN-4  
\* Actual grade and salary will be based on the qualifications of the applicant.

**Note:** All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.

**Note:** USEFMs and EFM defined below of U.S. Government Employees assigned to the Mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

The U.S. Embassy in Kuwait is seeking an individual for the position of a Shipping Clerk in the Shipping and Transportation Section of the General Services Office.

## **BASIC FUNCTION OF THE POSITION**

The incumbent of this position works under direct supervision from the Shipping Supervisor and the Assistant General Services Officer in his absence.

Duties include:

- Prepares diplomatic notes and other paperwork in both English and Arabic for clearing air and surface shipments addressed to the Embassy.
- Coordinates with vendors to clear/deliver larger shipments and personally clears/collects smaller shipments.
- Responsible for registration and safety inspection of official and privately owned vehicles (POV).
- Follow-up with the Department of Motor Vehicles (DMV) for the issuance of drivers' license, regular/diplomatic plates, transfer of ownership of vehicles.
- Maintains contacts with customs officials, shipping company representatives and airport officials.
- Assists the Shipping Supervisor and Shipping Assistant.

## **QUALIFICATIONS REQUIRED:**

1. Completion of secondary school education.
2. One to two years of progressively responsible experience in transportation and travel fields, or a closely related field such as customer services, administrative or purchasing field.
3. Level IV (fluent) in English and Arabic.
4. Knowledge of host country import/export procedures for vehicles, registration, insurance requirements and vehicle safety inspection.
5. Must be in good physical condition and able to lift 50 pounds.
6. Possession of a valid Kuwaiti driver's license.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. (As required): The candidate must be able to obtain and hold a (insert appropriate level) security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

- 1. Application for US Federal Employment (SF-171 or OF-612); or**  
a current resume or curriculum vitae that provides the same information as an OF-612;  
plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Kuwait

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

### **CLOSING DATE FOR THIS POSITION: COB April 23, 2009**

**An equal opportunity Employer**

**The US Mission in (insert post) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**